

**441—93.2 (239B) Program administration.** The department of human services shall administer an employment and training program known as PROMISE JOBS. To the extent compatible with resources available, the department's bureau of refugee services shall provide PROMISE JOBS services to persons who entered the United States with refugee status until those persons obtain United States citizenship.

**93.2(1) Availability of service.** PROMISE JOBS services shall include, but are not limited to, those listed in paragraph 93.4(4) "b."

*a.* The program shall be available statewide. If the department of human services determines that sufficient funds are not available to offer services on location in each county, the department shall prioritize the availability of services to those counties having the largest FIP populations.

*b.* Because of state and federal budgetary limitations, federal mandatory work requirements, requirements for minimum participation rates, and other TANF requirements imposed on the PROMISE JOBS program, the department of human services shall have the administrative authority to:

- (1) Determine agency and geographical breakdowns for service;
- (2) Designate specific groups for priority services; and
- (3) Designate specific PROMISE JOBS components or supportive service levels for a waiting list.

**93.2(2) Contracts with provider agencies.** The department of human services may contract with the department of workforce development, the department of economic development, or other appropriate entity to provide PROMISE JOBS services and case management of those services.

*a. Reimbursement for services.* The provider agency shall receive financial reimbursement as specified in contracts negotiated with each agency. Contracts shall also specify in detail the expenses that are not eligible for reimbursement.

*b. Record keeping.* All PROMISE JOBS agencies shall maintain PROMISE JOBS participant case files and records for at least five years, in either paper or electronic format. Records shall be maintained for longer than five years if any litigation, audit, or claim is started and not resolved during that period. In these instances, the records must be retained for five years after the litigation, audit, or claim is resolved. Case files must be disposed of in accordance with applicable federal requirements pertaining to confidentiality.

*c. Confidentiality.* The departments of education, workforce development, economic development, and human rights, local education agencies, and all subcontractor provider agencies shall safeguard participant information in conformance with Iowa Code section 217.30. The department of human services and the PROMISE JOBS provider agencies may disclose participant information to other state agencies or to any other entity when that agency or entity must have that information in order to provide services to PROMISE JOBS participants that have been determined to be necessary for successful participation in PROMISE JOBS.